

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Time Schedules of Classified Personnel</b>	Descriptor Code:	Issued:
		<b>G-570</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>3/23</b>	<b>4/12</b>

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

### **WORK SCHEDULES**

A work week is a regularly recurring period of 168 consecutive hours. The standard work week for Knox County Schools employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. on the following Saturday. Maintenance, security, and operations personnel shall have a work week that begins at 12:00 a.m. Wednesday and ends at 11:59 p.m. on the following Tuesday.

Supervisors shall prepare a daily work schedule both for school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time.

Each employee is required to work according to his schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

### **TIME RECORDS REQUIRED**

Each employee classified as “non-exempt” pursuant to the Fair Labor Standards Act shall keep a time record of actual hours worked.<sup>1</sup>

At the end of each reporting period, such employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

### **LUNCH PERIODS**

All employees classified as “non-exempt” pursuant to the Fair Labor Standards Act shall have a thirty minute unpaid rest break or meal period if scheduled to work six (6) hours consecutively, except in workplace environments that by their nature of business provide for ample opportunity to rest or take an appropriate break. The break shall not be scheduled during or before the first hour of scheduled work activity<sup>2</sup>. During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

### **EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ**

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him and shall certify that the policy has been read and understood. A copy of this certification must be on file before the first check is issued to a new employee.

#### Legal References:

1. 29 U.S.C. § 213.
2. T.C.A. § 50-2-103(h).